



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRMAR
PO BOX 43201
SAN DIEGO CA 92145-2001

ABO 1650.3

G-1

6 JUN 2000

AIR BASE ORDER 1650.3

From: Commander
To: Distribution List

Subj: COMMANDER, MARINE CORPS AIR BASES, WESTERN AREA (COMCABWEST)
NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER PROGRAMS

Encl: (1) Sample Letter of Recommendation
(2) Sample Recognition Ceremony Script

1. Purpose. To promulgate instructions for the Noncommissioned Officer (NCO) and Marine of the Quarter programs for members of COMCABWEST.

2. Information

a. The COMCABWEST NCO and Marine of the Quarter programs are designed to recognize performance of duty by individuals during the quarter, that are well beyond that normally expected of Marines of equal grade. Nominations should be based on a specific act that set them apart from their peers, that is of a nature to bring credit to the Corps, or sustained performance during the period in a billet normally filled by a more senior Marine. Achievements of our Marines during off-duty hours engaged in voluntary community service that is commendatory will be considered.

b. Being selected as NCO or Marine of the Quarter should not be considered as an avenue for meritorious promotion or as an achievement for the nominating command. Rather, it is a means to recognize the effort that our individual Marines are putting forth.

3. Selection Board

a. The board will consist of the COMCABWEST Sergeant Major as senior member of the board, Station Sergeants Major and the Headquarters and Headquarters Sergeants Major of the station where the board is held.

b. The board will convene as directed by the COMCABWEST Sergeant Major between the fourth and tenth days of January, April, July, and October.

6 JUN 2000

4. Nominations

a. Each Station will nominate one Marine for each category. Normally, nominees will be the Stations' selection for that particular quarter. A Lance Corporal that was subsequently promoted during the quarter may be considered for nomination for Marine of the Quarter, if the nomination is based on actions while holding the grade of Lance Corporal.

b. Nominations will be submitted in the format outlined in the enclosure. A short, concise description of actions performed by the Marine during the quarter will be included in the recommendation along with a Biography of the Marine, commencing from basic training to present day.

c. Nomination packages will be submitted to the COMCABWEST (SgtMaj) no later than the third day of January, April, July, and October. Commanding Officers will ensure all information listed in the BIR/BTR is updated. Information that has not posted in the Marine Corps Total Force System, which will have a detrimental impact on the Marine's performance that would be of credit to the Marine, will be mentioned in the recommendation.

5. Selection

a. The selection board will evaluate each recommendation in a closed session. Emphasis will be placed on accomplishments completed only during the quarter for which the Marine is nominated for.

b. A presentation ceremony for the NCO and Marine of the Quarter selectees will be conducted at the COMCABWEST Headquarters, Marine Corps Air Station, Miramar. The date will be coordinated by the COMCABWEST Sergeant Major. The recognition script outlined in enclosure (2) will be used during the ceremony.

6. Incentives

a. The Marines selected as COMCABWEST's NCO and Marine of the Quarter will receive a Navy and Marine Corps Achievement Medal, a Plaque, and their photograph displayed at each Station Headquarters building within COMCABWEST. Additionally, a Letter of Congratulations will be sent to the Marine's next of kin. Other congratulatory incentives from other outside agencies and the local community which support this program will also be presented to the Marines.

6 JUN 2000

b. Commanding Officers may add additional incentives to recognize their Marines' selection, i.e., reserve parking space, head of line privileges at local messhall, their photograph displayed at Marine Corps Community Services and Exchange facilities, etc.

7. Action

a. Commanding Officers will develop local NCO and Marine of the Quarter programs to coincide with this Order.

b. Commanding Officers will ensure widest dissemination of this order.



F. A. McLAUGHLAN
Chief of Staff

DISTRIBUTION: A

ABO 1650.3

6 JUN 2000

SAMPLE LETTER OF RECOMMENDATION

UNIT LETTERHEAD

1650
Originator Code
Date

From: Commanding Officer, Marine Corps Air Station, XXXXXXXXX
To: Commander, Marine Corps Air Bases, Western Area (SgtMaj)

Subj: NOMINATION OF (GRADE, NAME, SSN/MOS USMC) FOR THE COMMANDER,
MARINE CORPS AIR BASES, WESTERN AREA (COMCABWEST)
NONCOMMISSIONED OFFICER/MARINE OF THE QUARTER FOR THE
(# QUARTER), FISCAL YEAR 2000

Ref: (a) ABO 1650.3

Encl: (1) Biography of the Marine
(2) BIR/BTR
(3) MCI/Education Screen Printout
(4) Awards Page Printout
(5) Fitness Report Screen Printout (If applicable)

1. Per the reference, Lance Corporal XXXXXX is nominated with enthusiasm to compete for the COMCABWEST Marine of the Quarter. The following is a synopsis of his/her overall performance and accomplishments during this quarter:

(RECOMMENDATION)

2. The enclosures are provided are required by the reference.
3. Next of Kin information: (Name, address, relationship, i.e. spouse, parents etc.)

I. M. MARINE

ENCLOSURE (1)

ABO 1650.3
6 JUN 2000

SAMPLE RECOGNITION CEREMONY SCRIPT

Greetings: Good morning Marines, Sailors, ladies and gentlemen.
Welcome to our ceremony honoring the Marine Corps Air Bases,
Western Area Marine and Noncommissioned Officer of the _____
Quarter, Fiscal Year _____.

Preamble: The Marine and Noncommissioned Officer of the Quarter is
a program that recognizes Marines in the grades of Private through
and Lance Corporal and Corporal through Sergeant.

The winners are selected from a group of outstanding candidates who
are nominated by their commands/sections to compete for recognition
as the best of the best. Areas such as Service Record, Battle
Skills knowledge, drill and ceremonies, military appearance and
bearing are tested by a panel of senior enlisted Marines. Each
quarter of the Fiscal Year, 2 Marines stand tall and represent
every Marine from three different Air Stations, from Private to
Sergeant as the Marine and Noncommissioned Officer of the Quarter.

THE NCO FOR THIS QUARTER: RANK, NAME, BILLET, UNIT.

MARINE OF THE QUARTER: RANK, NAME, BILLET, UNIT.

Official Presentations:

From the Commander Marine Corps Air Bases, Western Area (Names)
will each receive a Navy and Marine Corps Achievement Medal.

Community presentations:

We are also honored to have distinguished visitors from the
Community who are also here to recognize the outstanding
contributions and achievements of the Marines standing before us
today.

From the Marine's Memorial Association, two Nights Stay at the
Marine's Memorial Club in San Francisco.

ENCLOSURE (2)



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

ABO 1650.3 Ch 1

Adj

14 NOV 2001

AIR BASE ORDER 1650.3 CH 1

From: Commander
To: Distribution List

Subj: COMMANDER, MARINE CORPS AIR BASES WESTERN AREA (COMCABWEST)
NONCOMMISSIONED OFFICER AND MARINE OF THE QUARTER PROGRAMS

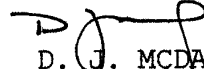
1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. On the letter head page, delete "Encl: (2) Sample Recognition Ceremony Script."
 - b. On page 2, paragraph 4, add new paragraphs "4b" and "4c" as follows:

"b. A Marine can be considered only once for the NCO of the Quarter or Marine of the Quarter per fiscal year. If the actions of a Marine who had previously been selected as the Marine of the Quarter within a fiscal year so warrant and they are qualified, they can be considered for NCO of the Quarter within the same fiscal year."
 - c. To be considered for NCO of the Quarter, the Marine must have been a NCO for the entire period for which nominated."
 - c. On page 2, paragraph 4, renumber old paragraphs "4b" and "4c" to read "4d" and "4e":
 - d. On page 2, new paragraph 4d, fourth line, add after "along with," "an 8x10 color photo and a."
 - e. On page 2, paragraph 5b, delete the last sentence.
 - f. On page 2, paragraph 6a, second line, after "Marine Corps Achievement Medal" add "their name inscribed on."
 - g. Enclosure (1) add "(6) 8x10 Color Photo" to the Enclosure line.
 - h. Remove Enclosure (2) in its entirety.

ABO 1650.3 Ch 1

14 NOV 2001

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A